

940 PERSONNEL

941 FEDERAL CREWS

A. JOB CORP CREWS

The Anaconda Unit **only** may utilize the Anaconda Job Corps organized fire suppression crew as a local resource. Any requests by MIDC for use of the Anaconda Job Corps crew off of the Anaconda Unit is not authorized unless coordination has gone to the Dillon Dispatch Center.

942 OVERHEAD AND TEAM INFORMATION

A. DNRC COUNTY ASSISTANCE INCIDENT MANAGEMENT TEAM-- TYPE III POOL PERSONNEL

The personnel identified are qualified and approved to fill the listed positions for the County Assistance Team (CAT). Reference the red card qualifications for personnel approved to fill the various positions on the CAT. Individual home offices have agreed to allow their personnel to fill various positions, upon request, on the County Assistance Team. The CAT is to be used primarily on the Eastern, Southern and Northeastern Land Offices for smaller Type III fire incidents. (For more detail see the CAT Annual Operating Plan.)

B. QUALIFIED PERSONNEL FOR COUNTY FIRE ADVISOR, AGENCY REPRESENTATIVE, PROCUREMENT UNIT LEADER, STRUCTURAL PROTECTION SPECIALIST, AND DNRC LINE OFFICER REPRESENTATIVE

The following definitions are listed within the "100" Fire Administration Manual and have been repeated and expanded on here for quick reference.

1. County Fire Advisor

The DNRC County Fire Advisor (CFA) will work with the county incident commander in an advisory capacity, making specific recommendations as to manpower and equipment needs on fires and providing advice on how to better organize and utilize existing forces. The advisor is required to be familiar with the county cooperative fire program and have prior training and experience in both timber and grassland fire behavior. The minimum fire qualification for the CFA is Division/Group Supervisor.

2. Agency Representative

An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make

decisions on matters affecting that agency's participation at the incident. Reports to the incident liaison officer.

3. **Structural Protection Specialist**

Duties--This position, assigned within the Planning Section, is responsible for identification of potential and/or existing risks associated with fires occurring in or near the wildland/urban interface. Additionally, the Structural Protection Specialist is responsible for working with local public safety officials to develop risk protection plans. Plans developed shall provide for maximum integration of local resources and the Incident Management Team and its resources.

Risks generally associated with wildland/urban interface situations include:

- a. Protection of structures and other developed resources from fire.
- b. Evacuation and sheltering of threatened populations.
- c. Mass casualty and emergency medical needs.
- d. Hazardous materials release.

Specific activities of the Structural Protection Specialist are to include:

- a. Identify interface areas immediately or potentially threatened. Potential threats will include all areas around a fire which may even remotely be at risk, assuming the worst possible behavior of the threatening fire.
- b. Identify, contact and meet with local public safety officials in all immediately and potentially threatened interface areas. The priority for contact will be based on the immediacy of the threat. Local public safety officials include the following as they exist and as needed.
 - 1) Fire Chief, County Fire Warden
 - 2) Police Chief, Sheriff
 - 3) County Disaster Emergency Services Coordinator
 - 4) Emergency Medical Services Director
 - 5) Department of Natural Resources and Conservation

6) Public Works Director

7) State/Federal Fire Management and/or Line Officer

Brief the identified public safety officials on the current fire situation and the potential or existence of a wildland urban interface risk.

- c. With the identified local public safety officials, identify the existence and adequacy of emergency plans to protect threatened risks. Facilitate improvements to existing plans as needed. Recommend changes or additions to the Incident Management Team (IMT) organization through the Plans Chief to the Incident Commander which best facilitate integration of local emergency resources with the IMT. Work with local officials to integrate incident management activities and resources as appropriate.
- d. Where no local Fire Chief or other responsible agency exists, develop contingency plans for protection of at-risk structures and other developed resources. Generally this will include coordination with other available public safety officials.
- e. Provide advice to Operations on structural protection tactics, resource needs, capabilities and limitations. Assist the Operations Section Chief and Division/Group supervisors in the integration of structural resources with wildland resources.
- f. The Structural Protection Specialist may assume an Operations role in the following situations:
 - 1) The release or threat of a hazardous material or the discovery of a hazardous materials dump site.
 - 2) The occurrence of a mass casualty incident which requires the immediate mobilization of emergency medical resources. A mass casualty incident is generally defined as having 5 or more critically injured patients or ten or more patients injured.

The Structural Protection Specialist works closely with the Situation Unit Leader, Fire Behavior Analyst, Safety Officer, the Operations Section Chief and the Liaison Officer in the accomplishment of tasks.

Qualifications--Qualifications and training for a "Structural Protection Specialist" would consist of two parts: Wildland and

Structural. There would be a minimum of three (3) types for the Operations Section.

TYPE	OPERATIONS SECTION	WILDLAND	STRUCTURAL
1	Branch Director	Operations Section Chief; S-420, S-346, S-348, S-430; Agency Representative	Chief Officer; Tactics for Interface; 8 Years Experience
2	Division/Group Supervisor; Agency Representative	Division/Group Supervisor; S-345 or S-348, S-339	Officer Level; 5 Years Experience
3	Initial & Extended Attack	Strike Team Leader-- Engines; S-300, S-320, S-205, S-330	Firefighter 3; Hazardous Materials; 3 Years Experience
TYPE	PLANS SECTION	WILDLAND	STRUCTURAL
3		Division/Group; Resource or Situation Unit Leader	Officer Level; 5 Years Experience
TYPE	LIAISON AND/OR AGENCY REPRESENTATIVE	WILDLAND	STRUCTURAL
3		Agency Representative; Resource or Situation Unit Leader; County Fire Advisor; Division/Group Supervisor	Familiar with County/City/RFD Fire Organizations; 3 years experience working with or on RFD.

4. **Agency Administrator (Line Officer)**

Defined as a DNRC employee who verifies expenditures and is responsible to the Line Officer. The Line Officer Representative is to be cognizant of all activities on the incident, with the on-ground responsibility to request cost efficiency changes and direction for the Agency Line Officer after communication to the Incident Commander during major fire suppression activities. The Line Officer Representative must be Division/Group Supervisor or Type 2 IC/Chief qualified. This position was formerly called Comptroller by DNRC.

On all Area Command, Type I - V incidents within DNRC jurisdiction, the Area Manager will be the Agency Administrator (Line Officer).

For Type II - V incidents occurring on DNRC jurisdiction, the Unit Manager may be assigned the Agency Administrator (Line Officer) duties. For County Coop jurisdictional incidents, the Area Manager will be in joint operations with the County Commissioners.

Standard--The Agency Line Officer is the official responsible for administrating policy on an Area and having full authority for making decisions and providing direction to the incident organization. Also known as the "Agency Administrator," the DNRC Area Manager is the Agency Line Officer for all DNRC direct protection incidents and the Unified Line Officer with the County Commission on county-assist incidents. The DNRC Area Manager may elect to delegate Line Officer responsibility to a Unit Manager on the Area for Type 2-5 incidents. In performing the duties of a Line Officer, the Area/Unit Manager may request the assistance of a Line Officer Representative.

Guidelines & Duties

- a. Oversees the legal and efficient use of funds and resources including materials, equipment and personnel.
- b. Oversees and provides advice relative to the efficiency and effectiveness of accomplishing business administration duties.
- c. Arranges for assistance in applying state policy for activities such as law enforcement, public safety, property administration and accountability, civil rights claims, systems needs, fiscal and personnel management.
- d. Attends planning sessions to keep informed on planned incident actions and provides assistance as needed.

- e. Provides daily briefings to the Agency Line Officer.
- f. Advises the incident commander of major business administration issues; advises alternatives for corrective action.
- g. Participates in the initial briefing of the incident command team, providing information on conditions affecting business management activities, and outlines expectations to the Agency Line Officer regarding business administration activities.
- h. Suggests ways to eliminate waste, duplication and unnecessary expenditures.
- i. Arranges for agency advice on legality of proposed agreements, contracts and unusual transactions involving the expenditure of funds and use of materials, equipment and personnel.
- j. Advises the Incident Commander (IC) on unusual transactions or activities that are area-specific (e.g., specific county co-op agreement requirements).
- k. Monitors activities at expanded dispatch, R&R areas, logistics support centers, airports, air tanker bases and similar sites that support the incident.
- l. Participates in the Incident Command Team exit conference and provides an evaluation of business administration performance of the team. This evaluation will include the identification of specific strengths and weaknesses of the team and overall business management administration.
- m. Provides advice on acceptable usage of appropriations for emergency rehabilitation work.
- n. Prepares a checklist of items that the Finance Section Chief (FSC) and Incident Command Team need to be aware of (including local policy and practices).
- o. Provides written critiques of business management practices to the Agency Line Officer, agency business management office, and IC upon completion of the assignment. This critique should include the identification of strengths and weaknesses in the finance organization/individuals.
- p. Provides financial and tactical input to the initial preparation and the updates of the Wildfire Situation Analysis (WFSA)

- q. Reviews dispatch operations to ensure local agreements are utilized, state procedures are understood, and closest qualified resources are utilized. Monitor need for expanded dispatch operations.

Areas of Review

- a. Business management activities to assure compliance with legal and fiscal requirements and efficient use of resources.

(Note: Business management activities can and should include property management, law enforcement, computer services and civil rights as well as the functions under the control of the Finance Section Chief.)

- b. Job responsibilities and assignments to assure compliance with approved standards, including agency policy.
- c. Operations on incident to identify waste, duplication and unnecessary expenditures.
- d. Indicated need for Incident Business Advisor (IBA) and order as necessary.
- e. Request justification when selecting a WFSA alternative other than the least costly alternative.

Line Office Representative Minimum Qualifications

- a. Division/Group Supervisor, or Type 2 IC/Chief.
- b. Complete Department Fire Finance Training (S-260).
- c. Standards for Survival, Annual Refresher, and Light Pack Test.

C. DNRC LINE OFFICER AND LINE OFFICER'S REPRESENTATIVE
TICKLER LIST FOR IC's & IMTs

1. Put the fire out! Safety first, but all actions should put the fire out!!!
2. Actions on a fire must not stop with the transfer of command.
3. Best control time is early and late in the day. Not the time to stand around waiting for the plan.
4. Defending structures takes resources out of production (protect vs. work).
5. Pre-attack plans are worthless if you don't know where the plan is when the bell rings.
6. Local knowledge--no substitution.
7. Don't outlaw firefighting at night. It can be done safely under the right conditions.
8. Consider working three shifts (day/afternoon/night). Major workforce should be on duty during peak burning periods.
9. More training for folks who work in the woods and on the range/farm land. Must get back to people defending their own space.
10. Computers don't put out fires, pulaskies put out fires.
11. \$\$ Watch-Out Situations (Is it needed?)
 - No National Guard liaison.
 - Type 1 helicopters.
 - National caterers.
 - Contract GIS trailers.
 - Military battalion.
 - Type I and II engines.
 - Air tankers on large incidents.
 - Taj Mahals or office trailers.
 - The Operations Section is < 75% of the total operation.
 - Infra-red flight(s).
 - Resources sitting for > 24 hours (staging areas).
 - Incident willing to initial attack other fires.
 - Engines providing crash fire rescue at airports/heliports.
 - Strike teams of law enforcement.
 - Golf cart or equivalent in fire camp.
 - Rental cars

- MAFFS.
- Long teams.
- Snacks available in camp.
- Major supplemental food ordering.
- Orders for overhead going out of Region (e.g., Texas check-in recorders).
- No local personnel assigned to dispatch.
- Downsizing IMTs as functions are completed.

D. INTERAGENCY FIRE TEAM COMMITMENT

DNRC has agreed to participate in the Northern Rockies Incident Management Teams (IMTs). DNRC includes local government personnel who participate on IMTs. The level of participation by DNRC needs to be based on the use of teams by DNRC on its protection (Direct and County Co-op Protection) Table 1 shows DNRC to utilize 14 percent of the IMT assignments from 1994-2003. Table 2 depicts a five-year average for the number of days teams were deployed with in the Northern Rockies Geographical Area, with DNRC hosting 9 percent of the use. In 2004 the Northern Rockies sponsored between 200 and 250 team members for the 2004 Fire Season. DNRC had an actual commitment of 30 people on Area Command, Type I or Type II IMTs, which represents 12 to 15 percent of IMT numbers and fulfills DNRC's obligation to IMTs.

Table 1
1994 - 2003 Year Totals
Northern Rockies Team Assignments within
the Northern Rockies G.A. by Using Agency

Incident #'s	Agency	Percentage
151	USFS	68%
32	DNRC	14%
6	IDS	3%
12	BLM	6%
16	BIA	7%
5	NPS	2%
222	TOTAL	100%

Table 2
Northern Rockies Team Assignments
5-Year Av. For # of Days Teams Were Deployed
within the Geographical Area by Agency

Agency	1999-2003 No. Days Deployed	5-Year Avg. Percent of Total Days
BIA	21	4%
BLM	11	2%
IDS	14	3%
DNRC	51	9%
NPS	9	2%
USFS	437	80%
	543	100.0%

The following information reflects what DNRC estimates its fair share should be in providing qualified personnel to interagency fire incident teams. This fair share is based on the amount of business DNRC requires from the existing fire teams.

Position Types	AC/Type 1	Type 2	Total DNRC
Team Member*	3	13	16
Alternate/Trainee*	2	12	14
Total:			30

*Local government forces are counted in these numbers

The goal that DNRC will try for in sharing the number of nominations to teams is as follows:

	<u>Qualified</u>	<u>Developmental</u>
• Forestry Division	3	2
• Northwestern Land Office	5	5
• Southwestern Land Office	4	3
• Central Land Office	2	1
• Eastern Land Offices	1	1
• Cooperative Counties	<u>2</u>	<u>2</u>
Total	17	14

E. FIRELINE TECHNICAL SPECIALIST REQUIREMENTS
(INCLUDING FALLERS, DOZER AND PATROL OPERATORS)

Northern Rockies Coordinating Group (NRCG) policy adheres to 310-1 standards (January 2000 version), in which state technical specialist personnel have the option of being line-certified when their skills are needed on the fireline. Introduction to the Incident Command System (ICS) (I-100); Firefighter Training (S-130); and Introduction to Fire Behavior (S-190) are required for line certification. Additionally, a physical fitness standard of “Light” and Standards for Survival are required. If a technical specialist is not line-certified, they may travel to the line when accompanied by a person who is line-certified, but must also meet the physical fitness standard of “Light” and have received Standards for Survival.

This policy may be met by 1) using agency line-certified and trained technical specialists; or 2) hiring technical specialists who have the necessary professional skills, meet the physical requirements, are provided Standards for Survival and have adequate supervision; or 3) hiring non-agency technical specialists who have the necessary professional skills and the line qualifications required by 310-1. Adequate supervision is attained by providing enough technical specialists to maintain the appropriate span of control or by providing line qualified individuals to accompany the technical specialists where the span of control is too large for the available technical specialists. Deployment of technical specialists on incidents without meeting the intent of one of these conditions is unacceptable in the Northern Rockies Geographic Area. All fireline technical specialists will be outfitted in full wildland personal protection equipment (safety hat, fire shirt, fire pants, fire shelter, etc.)

F. KEY MANAGEMENT POSITION TABLES (CONSISTS OF
QUALIFIED AND CAREER DEVELOPMENT INDIVIDUALS).

FORESTRY DIVISION

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF/ INCIDENT BUSINESS ADVISOR	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Bush	Bush	Bush	Bush	*Giblin	*O’Bryant	Monzie
Monzie	Pilsworth	Kopitzke	Kopitzke	*O’Bryant	*Rosenthal	*Kopitzke
Kopitzke	Monzie	Monzie	Monzie	*Clark	Cross	
Pilsworth	Crosmer	Pilsworth		*Wood		
Klemann	Klemann					
* Wiederhold	*Wiederhold					

* Denotes developmental position.

NORTHWESTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Turman	Bennett	Sandman	Poncin	Rothacker	Greer	Cassidy
Shotzberger	Glaspey	Poncin	Bennett	Byrd	Bill O'Brien (EFF)	Bennett
Poncin	Gemmell	Holmes	Turman	Hulett	*C. Cooley	Poncin
Gemmell	Poncin	Shotzberger	Cassidy	Beck		Sandman
Sandman	Copple	Gemmell	Sandman	Garrison		
Manning	Branine	Roberson	Wolf			
Hughes	Hughes	Manning				
Jones	Halford	Copple				
Holmes	Cassidy	Turman				
Glaspey	Turman	Branine				
Roberson	Poukish	Hughes				
Bennett	*Jones	*Poukish				
Giesey		*Jones				
Cassidy						
Wolf						
Poukish						
Copple						
*Branine						

* Denotes developmental position (i.e., County Fire Advisor needs to be DIVS qualified per 1000 manual).

SOUTHWESTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
*Liane	Holden	Liane	Holden	Kurth	Storer	*Liane
Holden	Storer	Holden	Storer	*Fortunate	Hayes	Holden
Storer	Hayes	Storer	Hayes	*Powell	Costamagna	Storer
Hayes	Costamagna	Hayes	Costamagna	Ekstrom		Costamagna
Costamagna	Wallace	Costamagna	Wallace	Sundberg		Wallace
Wallace	C. Nelson	Wallace	Staedler			Staedler
Gelderman	*Hansen	Staedler	Hansen			Hansen
Hansen	Vaughn	Hansen	Vaughn			
Staedler	Cyr	Norris (u)	*Cyr			
Vaughn	Meyer	Vaughn (u)	*Meyer			
*Cyr	*Robbins	Cyr (u)				
*Meyer	*Kamps	*Meyer (u)				
Moore		Moore (u)				
		*Kamps (u)				
		*Gelderman (u)				
		*C. Nelson (u)				

* Denotes developmental position.

(u) Denotes Unit.

CENTRAL LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Vlahovich	Williams	Williams	*Vlahovich	Grady		Williams
Williams	Grady	Vlahovich	*Grady	Vlahovich		*Vlahovich
Grady	Vlahovich		Williams	*Keddish		
*Archie	*Hahnkamp		Archie			
	*Eneboe					
	*Archie					

* Denotes developmental position.

SOUTHERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Kurk	Dillon	*Dillon	Kurk	*Lang		*Dillon
Dillon	McKinney	*Kurk		*Kilky		*Kurk
	Guenther	Moore		*Wheeler		
	Kurk			Kurk		

* Denotes developmental position.

NORTHEASTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Buhre	Roberts (Eff)	Rooney	Buhre	*B.Smith	L. Williams	
	Buhre	*Buhre				
	Crosmer	*B. Smith				
	Williams (EFF)	*Richards				
		*Dobler				

*Denotes developmental position.

EASTERN LAND OFFICE

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
Strohmyer	Strohmyer	Strohmyer	Sanders			
Smith	Sanders		Smith		*Roe	

*Denotes developmental position.

DEPARTMENT HQ

DNRC LIAISON	COUNTY FIRE ADVISOR	AREA OR UNIT LINE OFFICER	AREA FIRE PROGRAM MANAGER	FINANCE CHIEF	PUBLIC INFORMATION OFFICER	MAC GROUP REP.
					Bushnell	

943 PERSONNEL MANAGEMENT

A. AREA FIRE DUTY OFFICER ROLES & RESPONSIBILITIES

Fundamentally, the role of the Area Fire Duty Officer is to represent the Area Manager within the fire program. Representation of the Area Manager within the fire program is necessary to provide adequate decision-making authority in a timely manner when the need arises. This position is necessary to meet the needs of the potential 24hour/7days per week nature of the emergency responsibilities within the fire program. At higher preparedness levels or when other indicators necessitate, there is a critical need for a DNRC contact 24 hours per day. As the need for a State contact and decision maker increases (defined by our Preparedness Level scale or other indicators), the availability of a Duty Officer should also increase. Examples of decisions that may be asked of the Area Fire Duty Officer include:

- Policy questions related to the fire management program or state laws. (This may range from what fire number do we use, to what are the procedures when we have a fatality in the line of duty.)
- Fire priority setting in a multiple fire scenario with limited suppression resources.
- DNRC assistance to cooperating counties.
- Incident complexity analysis.
- Appropriate response assured for all levels of incidents.

A key area of responsibility for the Area Fire Duty Officer is communication. Along with keeping informed on fire activity throughout the Land Office protection/support area, the duty officer will need to coordinate with the various cooperating agencies and the private sector. The Duty Officer also provides information and acts as a liaison with the State Fire Coordinator, the State Forester, the Department Director, and sometimes even the Governor.

There are several general areas of focus for the Fire Duty Officer. The following list is not an inclusive list but provides examples of the many areas that may need attention.

1. **DNRC Direct Fire Protection:** The Duty Officer will need to set and/or adjust the Land Office Preparedness Level in the absence of the Deputy Area Manager-Forestry/Area Fire Program Manager. The Duty Officer must assure adequate readiness at all locations, monitor and advise suppression efforts for needed assistance, and maintain communication with Unit Duty Officers and Dispatch centers, as well as Assist as needed with priority setting of shared resources, especially the helicopters and patrol planes, and assure adequate and accurate public information related to fire incidents.

2. **Support**: Assistance on WFSA development, IMT briefings and writing Delegations of Authority are usually needed for large fire support. Additionally, there may be a need to implement restrictions and closures, activate a MAC group, and increase our Fire Prevention efforts. The Area Fire Duty Officer may perform any or all of these duties, or need to recruit, designate and brief an individual to fill these roles.
3. **County Co-op Assistance**: DNRC maintains an agreement for fire suppression assistance with each of the 56 counties in the state. When all the criteria are met for assistance (basically the county is fully committed on a fire within county protection that has exceeded their capability), DNRC will provide assistance at no cost to the counties. The Fire Duty Officer will usually need to assure that the necessary formal requests are made, that the county retains their responsibility for the incident, and that we assign a qualified County Fire Advisor.
4. **Non-Fire Emergency**: Assistance provided for non-fire emergencies such as floods, earthquakes, or hazardous material spills needs to be approved by the State Forester or his designee. Requests for this type of assistance must normally go through the state DES channels to our state offices, but the Land Office Fire Duty Officer may be the first contact for this request. Guidance is provided in the 900 Manual of the Fire Program.(?)

Job aids For the Land Office Duty Officer:

1. Area Mobilization Plans.
2. County Fire Plans; each Co-op County has a specific plan with contact names and numbers.
3. Fire Program Manuals: The policy direction for the program is contained in a series of manuals, 100-1500.
4. DNRC State Fire Coordinator at the Northern Rockies Coordination Center (NRCC).
5. Annual Operating Plans with cooperators.

B. UNIT LEVEL DUTY OFFICER ROLES & RESPONSIBILITIES

The fundamental role of the Unit Duty Officer is to represent the Unit Manager. In addition, the Duty Officer will act as a contact point for cooperators, employees, and the public. This is often required 24 hours per day during fire season. Representing the Unit Manager means making

necessary decisions until the Unit Manager can be contacted to confirm or change the existing decision.

Key responsibilities:

1. After hours contact point for dispatch centers, cooperators, employees, and the public.
2. Assuring an adequate fire response given current and expected fire conditions.
3. Assuring appropriate level of command for the given fire situation.
4. Providing for timely and complete fire complexity analysis to assure adequate response.
5. Assist dispatch or the IC with local knowledge or prioritization for multiple fire situations.
6. Communicating work schedules, resource status, and contact means for Unit resources.
7. Coordination of extension of hours for crews with dispatch centers.
8. Contact point for Co-op. County for fire suppression assistance.
9. Notification of Unit Manager and/or Unit Fire Supervisor of fire activity.
10. Communication with the Land Office Duty Officer for assistance needs, resource status, or simply for fire activity updates.

Job aids for Unit Duty Officers:

1. Unit Mobilization Plan and Chart.
2. Unit Duty Officer Kit or Notebook.
3. County Fire Plans.
4. Fire Program Manuals, 100-1500.
5. Applicable Annual Operating Plans with cooperators.

C. DNRC SEASONAL FIREFIGHTER GENERAL DUTIES

These guidelines will apply to all crew members. They will provide crew members with an understanding of what is expected of them by the State.

1. Proper work clothes will be worn while on the job. (See Seasonal Employee Clothing Guidelines.)
2. While on patrol crew members are expected to:
 - a. Clear and brush out roads and trails.
 - b. Check state signs for corrections, repair, or replacement. Brush out for visibility.
 - c. Establish new signs, tags and make proper records to be logged in files at the appropriate dispatch office.
 - d. Report road closures, bridge repairs, etc., and request materials needed to complete repairs.
 - e. Repair roads, bridges, culverts and ditches for proper draining and traveling access. Request materials needed to do the job.
 - f. If feasible, eat lunch on advantage lookout points for better observation of an area. Do not plan to eat lunch at quarters.
 - g. Communicate with the public and help educate them about fire prevention, Montana fire rules and regulations, and public responsibility.
 - h. Learn road system, names, location of landmarks, etc. in your area.
3. Vehicles will be maintained to manual specifications and checked daily. Any problems should be reported to your immediate supervisor or dispatcher to initiate corrective action.
4. There will be **NO** playing cards, games, rifles, pistols, fishing gear, bows and arrows, etc., carried in State vehicles. If such items are found, they will be confiscated and returned to the individual at termination of employment.
5. No loitering in public places during working hours. You are a state employee, and the public is always ready to criticize anything of this nature.
6. You are the Montana Department of Natural Resources and Conservation contact with the public in local areas. Deal with the public in a businesslike, but courteous manner. Do not antagonize or argue with the public. If violations of State fire regulations are observed, contact the Unit Manager or the Unit Fire Supervisor for instructions. Check all observed burning for appropriate burning permits. Keep current records of burning permits in your area.

7. Abusing state-owned or leased equipment is grounds for appropriate disciplinary action and/or dismissal.
8. If you don't know, ask!

D. FIRE AVAILABILITY GUIDELINES

1. **Authority**

The Department considers it to be a normal requirement of the job to periodically be required, during off-duty hours, to be:

- a. Accessible by the Department and/or public, and
- b. Ready to serve in fire suppression efforts.

The determination as to whether this time is to be compensatory is dependent on a variety of factors and circumstances that the following guidelines will assist in defining. State law, Montana Code Annotated (MCA) 76-11-101, requires the Department to protect the natural resources of the State from destruction by fire and to employ personnel and incur necessary expenditures in fire emergencies. Title 39 of the MCA contains Statutes 39-31-303 and 39-2-404 authorizing the Department to direct the affairs of its employees and for employees to comply with the directives of the Department. MCA Statute 39-4-107 authorizes the normal eight-hour work day and 40-hour work week to be extended in the event of fire emergencies. Department and Division policies on Compensatory and Overtime (DNRC 3-0210) and Alternate Work Schedules (DNRC 3-0220) define when both exempt and covered employees will be compensated for hours worked in excess of the normal eight-hour duty day or 40-hour work week.

Note: All Department and Division Policies should be found within the “Montana Operations Manual,” Volume 3, Personnel Policies and Procedures.

2. **Definitions**

On Call--non-paid status used to designate DNRC employees who are required to respond to wildfire or other emergency situations. For the purpose of these guidelines, on call is synonymous with call out. Call out is further defined in most union contracts.

Response Time--amount of time it takes the employee to arrive at a designated location to begin assigned duties.

Standby--a paid status used to maintain personnel and equipment in a readiness mode for immediate response or duty.

Work Scheduling--management practice used to establish an employee's normal work week.

3. **Response Requirements**

The requirements of the fire suppression function make it necessary to contact personnel as quickly as possible to respond to a fire request. The response time requirements may vary with the degree of the fire danger present, which in turn is dependent upon the time of year or weather conditions. During extremely low fire danger conditions, response requirements may be extended. This is obviously true during the winter months when snow or significant moisture has occurred throughout the State. As fire conditions build, the Department network for contacting personnel must expand accordingly. This network may include cooperators where formal agreements have been established. The time allowable for response by Department employees decreases as the fire danger increases. It will be a normal practice of the Department to define the response requirements of off-duty employees in order to allow them to plan their personal time more effectively and reduce unnecessary hardships.

4. **Response Time**

Initial attack dispatch offices have the current conditions at hand, and they vary according to the existing fire danger. Individual fire mobilization plans should include response time and level requirements as determined by fire danger, fuel types, etc., to ensure that 95% of all fires do not exceed 10 acres in size. A response time for an on-call employee should allow sufficient time for the employee to disengage from personal affairs and safely travel to the assigned duty station.

5. **Personnel Availability**

- a. Work Scheduling--This management practice should be the first option considered to resolve availability problems. Duty hours can be adjusted to give the maximum amount of available contact coverage at a duty station. Factors such as current fire danger, number of personnel, and other functional requirements will need to be considered in scheduling. Work hours should be adjusted to ensure coverage of critical fire periods, while inconveniencing employees as little as possible. Reference Department and Division policies on Compensatory and Overtime (DNRC 3-0210) and Alternate Work Schedule (DNRC F.O. 3-0220).

- b. Standby--Standby is used to keep personnel at a designated location for immediate contact and dispatch for fire duty. Normally the response time is immediate and notification for fire duty is imminent. It may be considered standby when personnel are placed in a work status and **directed** to remain at a specified location to await notification for dispatch to a specific fire. Employees will not be directed to remain at a specified location and told to expect to go to work prior to their next normally scheduled work period without being placed on standby and in a pay status. Standby status is used to ensure that needed employees are accessible and ready to serve at a moment notice. It may be necessary, in some instances, to request certain employees to remain at their work area or home during evenings or weekends in order to be available to receive reports of wildland fires from the public. Imposing restrictions to the extent that precludes the employee from using their time for some types of personal pursuits requires that they must be considered to be working and paid accordingly.
- c. On Call--On call status is used to designate individuals who will be available during their off-duty time for possible fire duty. On call status is not considered work time for the employee, and the employee is not placed in a pay status. When possible, personnel should be made aware of their on call status well in advance so that it provides minimal interference with personal pursuits. This will allow the employee to schedule those types of personal activities that can be conducted around the limitations imposed by the on call status. Weekend on call status during the fire season should be rotated between affected personnel and scheduled well in advance to minimize disruptions to planned family events and to maintain fairness. Personnel will not be placed in on call status when standby is more appropriate. Employees are free to do as they wish as long as they make appropriate provisions to receive notification and report for fire suppression duty within the allotted response time. On call status should be rotated among employees so no employee is overburdened. Employee requests to volunteer for on call status should be considered.
- d. Personnel Contact
 - 1) A telephone is the primary means of contacting individual(s) but limits the physical freedom of an employee. Cellular telephones extend an individual's contact range but restrict the individual to the vicinity of the cells and are fairly costly. The cellular telephone is a viable option where other less costly communications means are not available.

- 2) Pagers and portable two-way radios allow the employee to extend what is considered to be their home contact range before a call in is required. Pagers have the advantage of being lightweight and easy to carry, but depend on other communication means for response to a call. Portable radios are normally much more bulky, but have the definite advantage of providing the capability of immediate verbal response to a call.

These guidelines will be followed unless they conflict with negotiated labor contracts that shall take precedence to the extent applicable.

E. WORK CAPACITY STANDARDS

1. **Work Capacity Test Requirements for Fire Activities**

Beginning January 1, 1998, the Pack Test will be the work capacity test used by Montana DNRC to measure job-related work capacity. The Step Test and the 1½- mile run will no longer be used to establish aerobic fitness scores.

Full details for the administration of the Pack Test can be obtained through the USFS Publication “Fitness and Work Capacity,” NFES 1109, available through the NIFC publications warehouse or can be downloaded from website: www.nwcg.gov/pms/pubs/pubs.htm, then click on NFES 1109. An addendum is attached to this publication: “Questions and Answers,” prepared by the publication’s author, Dr. Brian Sharkey of MTDC. Some important points to help you successfully administer this test are:

- Level ground (or no more than a 2 to 3% slope if the course starts and ends at the same level) is to be used.
- A well-fitting pack must be used, and must have a total weight of 45 pounds for the arduous category and 25 pounds for the moderate category.
- Comfortable clothing and footwear can be worn, although on rough surfaces it is recommended that ankle high boots be worn to avoid ankle injuries.
- Running is NOT allowed, as this is a job-related work capacity test.
- Use of a treadmill is NOT allowed.
- The Test must be administered by personnel who are currently qualified and certified with Basic First Aid and CPR, understand the process, and have communications to

contact emergency medical assistance personnel if needed. A trained qualified EMT or person with equivalent qualifications must be on site.

- For administering the Pack Test on traveled public highways, it is recommended that appropriate markings (flags or cones) be used to warn motorists. **Note:** Administration of the work capacity test on traveled public highways is not recommended.

Following are categories of work capacity standards and corresponding ratings:

Working Conditions	Pack Test Time and Requirements	Altitude Adjustment
Light	No pack 1 mile 16 minutes or less	4000'+, add 10 sec. 5000'+, add 15 sec. 6000'+, add 20 sec. 7000'+, add 25 sec. 8000'+, add 30 sec.
Moderate	25 lb. pack 2 miles 30 minutes or less	4000'+, add 20 sec. 5000'+, add 30 sec. 6000'+, add 40 sec. 7000'+, add 50 sec. 8000'+, add 60 sec.
Arduous	45 lb. pack 3 miles 45 minutes or less	4000'+, add 30 sec. 5000'+, add 45 sec. 6000'+, add 60 sec. 7000'+, add 75 sec. 8000'+, add 90 sec.

The Interagency Redcard System requires indication of work capacity for all individuals. With the Pack Test, the appropriate level of fitness will now be checked, but a specific score will NOT be entered.

Designation(s) for work capacity levels are:

A = Arduous
M = Moderate
L = Light
N = None

Redcards for permanent personnel, seasonal personnel, and emergency firefighters (EFFs) can be printed and issued by the Unit, Land Office, and the Forestry Division, or as per guidelines described in the publication, "Mobilization of Local Government

Forces.” Redcards will only be issued when appropriate work capacity levels on the Pack Test have been achieved in accordance with training and qualifications, and certification standards and guidelines.

References:

DNRC Mobilization of Local Government Forces Guidelines
DNRC 1100 Manual, Fire Training Standards and Guidelines
PMS 307, NFES 1109; NWCG Wildland Fire Qualifications and Certification Subsystem
Fitness and Work Capacity, second edition PMS #307, Missoula Technology and Development Center, **with** “Questions and Answers addendum

2. **Test Administrator Responsibilities**

The Work Capacity Test Administrator must:

- a. Review and be completely familiar with the Fitness and Work Capacity and Questions and Answers addendum. (Fitness and Work Capacity, second edition PMS #307, Missoula Technology and Development Center, “Questions and Answers addendum.)
- b. Be qualified, or provide for personnel qualified in both Basic First Aid and Cardio-Pulmonary Resuscitation (CPR).
- c. Provide appropriate medical assistance as needed.
- d. Ensure that working communications capability is available at the test site. This includes radio communications and cell/mobile phone capability if applicable. The communications equipment is to be tested immediately prior to initiating the work capacity test.
- e. Ensure that trained assistants are present as needed. Dependent on the course design and layout, the administrator will need one to three assistants (see **Recommendations** below). Assistants must be familiar with the test requirements and how to use communications equipment.
- f. You will need a reliable scale to weigh packs before and after the test. The tri-pod type scales used in helicopter operations would be recommended. You will need an accurate stop-watch to record the times.
- g. Review and be familiar with the test course location, elevation and the course’s physical condition.

- h. Ensure that all test candidates have completed the HSQ form.
- i. Provide a full briefing of the course layout, directions and test requirements, by test level to personnel taking the work capacity test.
- j. Provide drinking water at the test course end site.
- k. Complete the Work Capacity Test Date Sheet (F-1104), Health Screening Questionnaire (HSQ) and Informed Consent Form, and submit to the Unit, Land Office or Division level personnel responsible for qualifications and certification (redcards) at the conclusion of the test.
- l. Work Capacity Test forms are filed specifically as such in file code section 320.2.
- m. Completed Health Screening Questionnaire (HSQ) and Informed Consent for Work Capacity Test forms are filed in each individual's training folder. For candidates from other agencies, you must submit a letter to that agency (similar to a training course completion letter) and maintain a copy of that document under 320.2.

3. **Recommendations**

- a. Have an alternate test site. Review the test course layout well in advance. If walking conditions are hazardous, or will effect the test candidates' time, consider changing test sites or postponing the test. Examples are wet, muddy conditions, excessively low or high temperatures, or wind. Other unsuitable conditions may apply.
- b. Test courses can have several designs. It is important that they are well signed for direction and meet the slope requirements of the test. See attached diagrams for examples.
- c. Invite the local fire department to attend the test. Provide them with opportunity to take the test. Ask them to attend the test site with the equipment and qualified personnel with which they would respond to medical emergencies. Ask them to stand by until the conclusion of the test.
- d. Provide a specific announcement 4 to 6 weeks in advance of the test. It is recommended to do so during the first two weeks of March (at the latest), anticipating the beginning of testing in mid-April.

Doing so will allow field offices to notify returning seasonals of the work capacity test level commensurate with their position requirements.

It will also provide full advance knowledge of test requirements and a proposed or general scheduling of testing opportunities. Personnel may wish to practice for the test. Unit, Land Office and Division personnel can provide personnel with equipment for practicing the work capacity test. This equipment should be signed out to the individual. The best recommended practice site is that where the test will be held. It is highly recommended that the Health Screening questionnaire (HSQ) be completed prior to practicing for the work capacity test and/or immediately prior to the test.

4. **Test Course Design**

- a. Running Track--A running track at a local school or park may be ideal. You should be able to see all participants during the test. The test administrator will then be able to ensure that participants complete the test correctly, as well as observe those that may be having difficulty. It is important to measure the track, as it may be set up in yardage or meters.
- b. Loop--A closed loop course of some sort is ideal. Keep in mind the slope constraints. A loop track larger than a running track will increase the need for assistants. You will need to post personnel at the ½-mile mark (One-Mile Walk Test--out and back) or the one-mile mark (Two-Mile Field Test with 25 pound pack, out and back). Obviously, a one-mile loop will fit the work capacity test well--one, two, or three laps dependent on the work capacity level needed for the participants.
- c. Straight (Length Varies)--A straight “up and back” course will allow adequate space (if wide enough for people to pass two or three abreast and distance can be “fit” as needed). It is recommended that a straight track be at least ¼-mile in length, one-half mile being preferred.

Courses should be on a firm, graveled surface. The course can be composed of pavement; however, this is not recommended.

Sample Announcement

MEMORANDUM

March 18, 1998

320.2

TO: ALL MISSOULA COMPLEX EMPLOYEES

FROM: STEVE HOLDEN, Fire Training Supervisor, Fire & Aviation Mgmt. Bureau

RE: 1998 WORK CAPACITY TESTING

Forestry Division Training Section and SMICC will begin physical fitness testing within the next two months in preparation for the 1998 fire season; so here's your first warning!

Dependent upon your current physical fitness, studies show that it takes 6 to 8 weeks to get in good physical condition if you have not followed a regular fitness program. By all means, if you have NOT been on a regular physical fitness regime, you should start out slowly and get some professional advice (a fitness center or physician). If you are unsure of your ability to begin a physical fitness program, it is **HIGHLY RECOMMENDED** that you get a doctor's check-up prior to beginning one.

As a reminder, you need only take the physical fitness test for specific Incident Management Team positions--primarily Operations Section and some Planning Section positions. IF YOU HAVE NOT HAD TO TAKE THE PHYSICAL FITNESS TEST IN THE PAST, YOU PROBABLY DON'T HAVE TO THIS YEAR, EITHER. IF IN DOUBT FOR YOUR POSITION, PLEASE CALL.

Work Capacity Test Requirements for Fire Activities

Beginning January 1, 1998, the Pack Test will be the work capacity test used by Montana DNRC to measure job-related work capacity. The Step Test and the 1½- mile run will no longer be used to establish aerobic fitness scores.

Full details for the administration of the Pack Test can be obtained through the USFS Publication "Fitness and Work Capacity," NFES 1596, available through the NIFC publications warehouse. An addendum is attached to this publication: "Questions and Answers," prepared by the publication's author, Dr. Brian Sharkey of MTDC.

Sample Announcement (Continued)

Missoula Complex Employees

March 18, 1998

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Following are categories of work capacity standards and corresponding ratings:

Working Conditions	Pack Test Time and Requirements	Altitude Adjustment
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The Interagency Redcard System requires indication of work capacity for all individuals. With the Pack Test, the appropriate level of fitness will now be checked, but a specific score will NOT be entered.

Designation(s) for work capacity levels are:

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Redcards for permanent personnel, seasonal personnel, and emergency firefighters (EFFs) can be printed and issued by the Unit, Land Offices and the Forestry Division, or as per guidelines described in the publication, "Mobilization of Local Government Forces." Redcards will only be issued when appropriate work capacity levels on the Pack Test have been achieved in accordance with training and qualifications, and certification standards and guidelines.

Sample Announcement (Continued)

Missoula Complex Employees

March 18, 1998

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References:

DNRC Mobilization of Local Government Forces Guidelines

DNRC 1100 Manual, Fire Training Standards and Guidelines

PMS 307, NFES 1109; NWCG Wildland Fire Qualifications and Certification Subsystem

Fitness and Work Capacity, second edition PMS #307, Missoula Technology and
Development Center, **with** "Questions and Answers" addendum

**WE HAVE NOT SCHEDULED ANY DATES AND TIMES YET FOR WORK CAPACITY
TESTING. WE WILL KEEP YOU POSTED. THIS IS JUST A "HEADS UP" THAT THAT
TIME OF YEAR IS FAST APPROACHING.**

SH:kmk

5. **Personnel Required to Meet Standards**

All DNRC permanent and seasonal employees who are expected to be involved in fire control activities will be expected to achieve and maintain the necessary aerobic fitness score for the wildland fire job they fill per the DNRC Fire and Aviation Management Qualifications and Certification Guide (DNRC 310-1).

Personnel involved in on-line fire control activities, primarily Operations Section personnel, will be required to meet the physical fitness requirements for **ARDUOUS** working conditions. (See DNRC 310-1 for a complete list)

Newly hired, to-be-hired or returning personnel (i.e., seasonal) should be informed in advance of the fire season that physical fitness will be a requirement for their position as appropriate. Notification should include the physical fitness requirement for the position and emphasize that studies have shown it takes most people approximately six weeks to regain good physical conditioning if they have not maintained a regular exercise program.

6. **Personnel That Do Not Meet Fitness Requirements**

Personnel that do not or cannot meet physical fitness requirements:

- a. Will be given adequate time to improve physical conditioning (10 working days) to meet necessary requirements for their fire job. During this time employees who do not meet physical fitness requirements should only be used for fire activities commensurate with their physical fitness testing scores.
- b. If still unable to meet physical fitness requirements for a given function, be moved to a position with lower physical fitness requirements, if available.
- c. Seasonal fire suppression personnel who cannot meet required physical fitness standards for their position are to be terminated or transferred, in strict accordance with Department of Natural Resources and Conservation policies Numbers DNRC 3-0130 and 3-130A. Supervisors must adhere to the prescribed levels of authority contained in policy DNRC F.O. 3-0130. Seasonal personnel may be considered for other vacant positions with lower physical fitness standards, if they meet other required qualifications (i.e., a lookout, a radio operator, etc.).
- d. DNRC permanent personnel are asked to perform initial attack duties at various times throughout the year. If personnel have not met physical fitness requirements for arduous working conditions, they will not be required to perform fire

suppression duties requiring an arduous fitness score. Personnel should be fully cognizant of their physical fitness condition and work within the limits of that condition.

7. **Administering of Physical Fitness Test**

Qualified trainers will test Area personnel at the Land Office or Unit. A qualified trainer is an individual who has completed instructor training and is approved to administer the physical fitness test by either the Land Office Fire Management Supervisor or Forestry Division Training Officer. The individual administering the test must have a current standard first aid card and be currently trained in cardiopulmonary resuscitation (CPR). If possible, having an EMT present during the testing would be the best situation. The Fire & Aviation Management Bureau will administer tests for Forestry Division personnel. Tests should be administered prior to April 1 each year for permanent employees. Seasonal employees will be administered the physical fitness test during the first week of employment.

Physical fitness testing will be administered as per guidelines established in "Fitness and Work Capacity" (FS315 by Brian J. Sharkey). Follow-up testing should be conducted to provide individuals with an assessment for further physical conditioning to meet the requirements for their particular fire function as needed.

Regularly scheduled physical fitness exercise periods during the fire season during regular working hours will be encouraged as necessary (one hour maximum). Physical fitness exercise should be of an aerobic nature and not game playing, i.e., volleyball. The Area Manager should determine what physical fitness exercise is appropriate for good physical conditioning.

F. (Reserved)

G. **VEHICLE OPERATION REQUIREMENTS**

1. **Driver's License**

The Motor Carrier Safety Act of 1986, PL99-150 requires each State to begin licensing drivers of "commercial" vehicles. These vehicles are defined as **all vehicles with a gross vehicle weight rating of 26,001 lbs. or more, all buses designed to haul 15 passengers or more (including the driver) and all vehicles hauling hazardous materials with a gross vehicle weight rating of 10,000 lbs. or more.**

DNRC drivers/operators responding to, during, or from an emergency with an emergency response vehicle are currently exempt from the CDL requirement. However, DNRC is currently developing a driver's training course that will meet or exceed NFPA 1002. Once this course is complete, DNRC drivers/operators will be required to complete this course.

Montana Codes Annotated (MCA), Title 61, Motor Vehicles contains revised language which implements the provisions of the Federal Act. The law changed the basic definitions of licensing by doing away with the terms operator and chauffeur, and substituting the term "driver's license." The "driver's license" entitles the holder to operate all vehicles except those mentioned above (commercial vehicles) and motorcycles. Persons wishing to operate a commercial vehicle or a motorcycle will be required to get an "endorsement" to their driver's license authorizing them to do so.

An endorsement is a notation placed on the driver's license indicating that the driver is qualified to operate the type of vehicle that the endorsement covers. Title 61 provides for two different "types" of commercial vehicle operators endorsements:

- Type 1 is for those who operate in interstate commerce.
- Type 2 is for those who operate only in Montana (intrastate).

An endorsement is not good for all types of vehicles. Endorsements are classified as to the type of vehicle driven.

A Class A endorsement allows the driver to operate all kinds of vehicles except tank trucks, hazardous material haulers and motorcycles.

A Class B endorsement allows the driver to operate single vehicles over 26,001 lbs. GVWR and to tow a trailer of not more than 10,000 lbs. GVWR, or any vehicle designed to transport more than 15 passengers including the driver.

A Class C endorsement allows the driver to operate all other vehicles, i.e., automobiles, pickups, vans and other vehicles under 26,000 lbs. GVWR.

Class T, when added to a Class A or Class B endorsement, allows the driver to operate a tank vehicle.

A Class H endorsement, when added to a Class A or Class B or regular driver's license, allows the driver to haul hazardous

materials (Class H is needed only if the vehicle is hauling enough hazardous materials to require placards).

Title 61 provides that a Type 1 endorsement requires a fee of \$12.00 and a Type 2 endorsement a fee of \$6.00. No fee is required for a hazardous material or tank endorsement. These fees are in addition to the regular driver's license fee and are calculated to be sufficient to support the program.

Type 1 licenses are, by federal regulations, issued only to those persons who are 21 years of age or older. Type 2 licenses may be issued at age 18. Experience is required--one year of commercial driving experience for a Type 1 and one year of licensed driving experience for a Type 2.

All other states will accept the new endorsements.

DNRC employees will be required to have a commercial vehicle driver's license (Type II) for in-state operation in order to legally drive 15 passenger buses, 1,000 gallon tenders, lowboys, 100 person fire caches, 3 ton trucks or any other vehicle with a GVWR of 26,001 pounds or more. DNRC employees are not required to have a CDL if they are driving vehicles exceeding 26,001 pounds that are considered emergency response and are responding to an actual emergency. Emergency response is the ONLY situation that allows for CDL exemption for an driver/operator under current statute. Driving a vehicle in a non-emergency situation will require the driver/operator to have a CDL.

a. Recommendations

- 1) Supervisors need to identify the classes of vehicles to be driven by each individual employee, i.e., up to 26,000 lbs. GVWR. If an employee will be required to drive a passenger bus or van carrying 15 or more passengers (including the driver), that employee will need at least a Class B, Type II license.
- 2) Driver's license qualifications should be added to the redcard.
- 3) Fire support and initial attack dispatch centers should keep an index of license qualifications and explore possible contracts with commercial carriers prior to the fire season.
- 4) New hires, when being licensed, will be provided with a vehicle of the largest class they are to operate in accordance with their position description. The Department should provide this vehicle.

- 5) Supervisors should inform employees that the State **will pay** for an individual's driver license or medical exam when the special license is a requirement of employment. Each work unit will need to identify those employees that will need to hold a CDL to drive in non-emergency situations. Managers should limit the number of employees holding CDLs to a level that will adequately meet their operational needs on the work unit. Presently, Montana law requires a medical certificate for anyone operating a vehicle that has a gross weight of 26,001 pounds or greater whether interstate or intrastate. A medical certificate is required for anyone operating a vehicle that weighs 10,001 pounds or greater and crosses state lines for commercial purposes (Interstate).
 - 6) Specialized license requirements should be included in updates or revisions to position descriptions as needed. Specialized license requirements must also be included in all future position announcements. It is the applicant's responsibility to obtain the proper licensing prior to making application for a position that requires a special license.
- b. Questions and Answers that May Help Clarify the License Requirements
- 1) Do I need a commercial license?
 - a) If you drive any single vehicle (dump truck, stake-side, etc.) that has a manufacturer's gross vehicle weight (GVWR) of 26,001 or more; or any such vehicle towing a vehicle not in excess of 10,000 GVWR; or any bus capable of carrying more than 15 passengers, including the driver, you will be required to have a Class B commercial license.
 - b) If you drive any combination of two or more vehicles (tractor-trailer) or any single vehicle with 26,001 GVWR or more towing a vehicle in excess of 10,000 GVWR you will be required to have a Class A commercial license.
 - c) For any single vehicle not in excess of 26,001 GVWR, except buses included in Class B and motorcycles (which require a Class M), you will be required to have a Class C noncommercial license.
 - 2) Which Type (1 or 2) endorsement should I get if I need a Class A or B commercial license?

- a) If you're going to drive out of the State, you will be required to have a Type 1 endorsement. If you are only going to drive within the State, you will need a Type 2 endorsement.
 - b) If you're only required to have a Class C or M license, no Type 1 or 2 endorsement is required.
- 3) Do I need a Tanker or Hazardous Materials endorsement?
- a) If you drive any vehicle with 26,001 GVWR or more and the primary cargo is any liquid or gaseous material transported within a tank attached to the vehicle, you will be required to obtain a Tanker endorsement.
 - b) If you drive a vehicle with 10,000 GVWR or more and transport any hazardous materials requiring placarding, you will be required to have a hazardous materials endorsement (e.g., helitenders).
- 4) Is there a cost associated with new license?

Yes, if you are required to obtain a Class A or B commercial license, a Type 1 endorsement and a Type 2 endorsement have set costs in addition to the regular license fees.

c. Commonly Asked Questions and Answers That May Help Clarify the License Requirements and Their Application to Personnel Within the Fire Function.

- 1) Will any exemptions be allowed for firefighters?

Yes! The CDL requirement is waived during an emergency response.

- 2) What is a good driving record?

If you do not presently have a probationary license, you are assumed to have a good driving record.

- 3) Do I need a commercial license to drive a 200-gallon engine, a 500-gallon engine or a 1,000-gallon tender?

Only if the vehicle has a GVWR of 26,001 or more and you are not responding to a fire emergency. If it exceeds 26,001 pounds and you are not responding to a fire emergency you will also need a Tanker endorsement.

Natural Resources and Conservation 200-gallon engines have a GVWR of 10,000 to 11,000 lbs.

- 4) If I'm a volunteer firefighter (not being paid), do I still need a commercial license to drive vehicles over 26,001 GVWR?

No, NRCG members have agreed that they will accept the Chief of the department's certification that his/her driver/operators meet or exceed NFPA 1002.

- 5) If I drive a busload of firefighters just over the Idaho border, do I need a Type 1 endorsement?

Yes, you will be required to have a Class B license if the capacity is over 15 passengers, and a Type 1 endorsement if this commercial vehicle is driven out of State.

- 6) If I haul a placarded load of hazardous materials in a half-ton pickup, do I need an H endorsement?

No, only if the vehicle has 10,000 GVWR or more.

- 7) What is meant by Type and Class?

Type defines where and Class defines what. Type is either in-State or out-of-State driving. Class is the kind of vehicle (Class A combination vehicles - Class B single vehicles over 26,001 GVWR) driven.

- 8) Must I give up any licenses from other States?

Yes, you must return all such licenses and sign a form stating you have only one license.

d. Common Examples of the Types of Vehicles Operated Within the Department and the License Required

- 1) A tractor-trailer unit which is operated in and out of the State. NEED: Class A, Type 1 endorsement.*
- 2) A three (3) ton stake side operated in and out of the State. NEED: Class B, Type 1 endorsement.**

* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR, a Class A would be required.

- 3) 75- or 100-person fire cache tractor-trailer unit operated within the State only. NEED: Class A, Type 2 endorsement.
- 4) Three (3) ton (26,001 GVWR) stakeside trucks operated within the State only. NEED: Class B, Type 2 endorsement.**
- 5) 50-person fire caches (under 26,001 GVWR) van type truck. NEED: Class C.***
- 6) Most 1 to ½--ton flatbed and stake side trucks (under 26,001 GVWR). NEED: Class C.****
- 7) Water tenders (1000-1200 and larger). NEED: Depends on the GVWR; if over 26,001, the driver needs a Class B license with a "T" endorsement plus the Type 2 endorsement if operated within the State. If the tender is a tractor-trailer rig, the required license would be Class A with a "T" and Type 2 endorsement.
- 8) Dump trucks (most of the newer Dodges are over 28,000 GVWR). NEED: Class B, Type 2.
- 9) All lowboys and other tractor-trailers driven within the State. NEED: Class A, Type 2.*
- 10) Light engines (200-750 gallons). NEED: Class C.
- 11) Buses, 15 passenger or more, and operated within the State. NEED: Class B, Type 2.
- 12) Class C vehicle (single vehicles not in excess of 26,001 GVWR) towing a trailer over 10,000 GVWR. NEED: Class C.

* To load or unload larger (26,001 GVWR) water tenders, a tanker endorsement would also be required.

** If towing a vehicle over 10,000 GVWR a Class A would be required.

*** Any Class C vehicle (under 26,001 GVWR and not a bus under Class B) towing a trailer over 10,000 GVWR, the driver is still only required to have a Class C.

**** If over 10,000 GVWR and hauling a placarded load of hazardous materials, the driver will need an H endorsement. Possible example would be a ½ ton helicopter fuel tender.

2. **Vehicle Driver/Operator Standards**

Effective May 17, 1995, DNRC adopted Chapters One, Two and Six of NFPA 1002 (Standard for Fire Department Vehicle/Operator Professional Qualifications) in their entirety, with the exception to exclude all references to NFPA 1500 (Standard on Fire Department Occupational Safety and Health Program/physical fitness requirements). To address physical fitness requirements for the driver/operator, DNRC has adopted the current NWCG requirements for physical fitness as defined by the Department.

Note: See Annex B, Chapters One, Two, and Six of NFPA 1002.

3. **Seat Belts**

The following is a quotation of the Department of Natural Resources and Conservation seat belt policy (DNRC 3-0010) and will be strictly adhered to by all DNRC personnel involved in fire or non-fire duties:

“It is the policy of the Department of Natural Resources and Conservation to ensure that all Natural Resources & Conservation employees wear a seat belt while either operating or riding as a passenger in a State-owned vehicle. It is the responsibility of the operator of a State vehicle to ensure that all persons are using seat belts.

It is the responsibility of each supervisor to ensure that all appropriate State vehicles under their supervision have seat belts and are in good working order.

It is the responsibility of all Natural Resources and Conservation employees who operate or ride as a passenger in a State-owned vehicle to ensure that this policy is enforced.

This policy shall apply to full time employees, part time employees, permanent, temporary and/or seasonal employees.”

4. **Drug and Alcohol Testing for Commercial Driver’s License (CDL)**

The following is a quotation of the Department of Natural Resources and Conservation Drug and Alcohol Testing Policy (DNRC 3-0013) and will be strictly adhered to by all DNRC personnel required to have a CDL.

Emergency Firefighters (EFFs) are exempt from this policy. Department mechanics holding a CDL are covered under union contracts. Drug and alcohol testing is done randomly on a State pool of personnel holding CDLs. The State pool, in which random testing will be conducted, includes **all** State agencies. Each department is responsible for costs associated with drug and alcohol testing on its employees holding a CDL.

The following is a quotation from a memo dated December 5, 1995, to Gary Willis, Personnel Director from Dick Thweatt, Agency Counsel. This memo is also in regards to “Drug and Alcohol Testing for Drivers of Commercial Motor Vehicles”.

“A question has been raised about a definition of “commercial motor vehicle” under State law that differs from the definition of that term under federal law. Section 61-1-134, Montana Code Annotated (1995), excludes from the definition of “commercial motor vehicle” “a vehicle exempt from taxation, used for firefighting, and bearing Montana tax-exempt plates”. It is asked whether this definition in Montana statutes would exempt drivers of DNRC fire vehicles or volunteer fire department vehicles from federal drug and alcohol testing requirements.

“To answer this question, I returned to the applicable federal regulations and consulted a Montana Assistant Attorney General who works with motor vehicle laws. The answer to the question is “no”, because federal regulations govern the application of this requirement, and this definition in Montana’s statutes has no application to federal drug and alcohol testing requirements.

“The federal regulations imposing drug and alcohol testing requirements state that the testing requirements apply “to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver’s license requirements of part 383 of this subchapter”. 49 CFR 382.103(a).

“In part 383 of the referenced subchapter, “commercial motor vehicle” is defined as “a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle - (a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;.....” 49 CFR 383.5. The term “commerce” is broadly defined to include any traffic or transportation in the United States which affects interstate traffic or transportation. ID.

“As discussed in my August 15, 1995 memo on this subject, the federal drug and alcohol testing regulations do provide an exception for operation of fire trucks during emergencies. Neither

a commercial driver's license nor drug and alcohol testing is required for "The operation of fire trucks and rescue vehicles while involved in emergency and related operations;. . . ." 49 CFR 390.3 (f)(5).

"I have since discovered that "emergency" is also a defined term as used in these regulations and that it is limited to situations that are officially declared to be an emergency by authorized federal, State, or local authorities. 49 CFR 390.5. Thus, the exemption from testing requirements for drivers of fire trucks is much narrower than I described in my August 15, 1995 memo."

5. **Hours of Service for Vehicle Operators**

a. **Incident Operations Driving**

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving.

- 1) Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- 2) No driver will drive more than 10 hours (behind the wheel) within any duty-day.
- 3) Multiple drivers in a single vehicle may drive up to the duty-day limitation provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.
- 4) A driver shall drive only if they have had at least 8 consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

- a) Accomplish **immediate** and **critical** suppression objectives, or
- b) Address **immediate** and **critical** firefighter or public safety issues.

- 5) As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed 16-hour work shifts. This is required regardless of whether the driver was still compliant with the 10-hour individual (behind the wheel) driving time limitations.

H. USE OF DEPARTMENT (CAPITOL-BASED) PERSONNEL IN FIRE SUPPRESSION

1. **General Guidelines**

- a. Department personnel will be utilized on a volunteer basis for non-emergency situations.
- b. All Department personnel may be called upon during emergency situations, unless exempted by the Director.
- c. Department personnel will be pre-trained and suitably equipped prior to fire duty. Physical testing will also be done when similar positions in the field call for these measures.
- d. The Forestry Division will annually supply a listing of skills needed, for Department review and sign-up.
- e. Department personnel will be utilized normally in a support role, with the attempt to use these individuals in jobs closely associated to their present assignments.
- f. Forestry Division and/or Land Office will interview all volunteers to determine degree of experience and training, and to establish position qualifications.
- g. All volunteers will be given "Standards for Survival" or refresher requirements by the Forestry Division prior to any fire-related assignment.
- h. The Division will maintain fire suppression experience and training records for all volunteers.
- i. The current salary and wage regulations for firefighting for exempt and covered employees would apply to Department volunteers.
- j. Fire support by volunteers will be considered an incidental part of the individual position description unless actual use over a period of time proves otherwise.

- k. Department assistance will be obtained by Land Offices through the Northern Rockies Coordination Center, unless specified otherwise in the Annual Operating Plan.

2. **Annual Operating Plan--Firefighting Support--DNRC**

- a. This Annual Operating Plan is to outline the procedure for the use of capitol-based Department personnel, by Land Offices, during regular and emergency firefighting operations as defined below:

- 1) Regular Firefighting Operations--fire control is normally accomplished by the Land Offices with Department volunteer support.
- 2) Emergency Firefighting Operations--fire control cannot be accomplished by the Land Offices with Department volunteer support.

- b. **Availability of Department Personnel**

Department personnel will be made available in the following categories:

- 1) **Firefighting Support**--Department personnel who volunteer and receive their Division Administrator's consent to allow them to serve, will be used in the following support functions:

- Firefighter
 - Timekeeping
 - Finance Team
 - Law Enforcement & Investigation
 - Cartography and Mapping
 - Personnel Processing
 - Fire Information Officer
 - Federal Disaster Assistance Team
 - Land Rehabilitation
 - Warehousing and Supply
 - Vehicle Operators
 - Radio, Telephone, and Teletype Operation
 - Fire Training Assistance
 - Fire Closures
 - State Liaison with Other Departments

- 2) **Emergency Fire Operations**--all Department personnel not specifically exempted by the Director may be available for emergency fire operations. Fire duties may vary, but normally will parallel those listed above. Department

personnel may be used to support other agencies than the State during emergency operations.

3. Selection of Department Personnel

- a. Listing of Needs--the Forestry Division will annually, by April 1, supply the Department with a requested listing of types of manpower support. This list will be circulated within the Department and returned to the Forestry Division by April 20. The listing will indicate the availability of personnel under 2.b.1) and 2.b.2). The Forestry Division will then be allowed to work through normal channels to interview, train and equip the listed individuals for specific firefighting positions.
- b. Availability of Department personnel for Initial Attack and Volunteer Duty personnel must be approved by the various administrators within the Department prior to submitting the listing to the Forestry Division.
- c. Assignment of Personnel--the final assignment of personnel will be made by the State Fire Coordinator, based on the education, experience and skills and training levels of the individual volunteers. (Initial attack personnel must also complete the fire physical fitness testing.)

4. Pay Procedures

- a. Covered Employees--covered employees will be paid their regular rate of pay for normal work hours in actual firefighting and support duties. Overtime will be paid at the time and one-half for all overtime hours worked. Training time will normally be held within the regularly scheduled work week and will be considered part of the employee's normal duties.
- b. Exempt Employees--exempt employees will be paid their regular rate of pay for normal work hours, in actual firefighting and support duties. Division administrators may grant compensatory time for overtime during regular firefighting operations. Overtime may be paid at the rate of time and one-half during emergency firefighting operations.
- c. Since regular time for all Department employees is funded by the Legislature in each division's budget, each division will be expected to absorb any employee's regular time spent in fire support activities. This will also include compensatory time. All overtime by employees will be charged and paid directly by the fire incident.